

**Event Details**

|  |  |
| --- | --- |
| **Event Name** |  |
| **Date (incl set up dates if required)** |  |
| **Time** |  |
| **Location** |  |

**Details of Event Organiser**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |

**Details of Dedicated Safety Officer**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |

**Event Day Management Plan – please outline plans for the following**

|  |  |
| --- | --- |
| **Waste / Litter Management** |  |
| **Car Parking Management** |  |
| **Crowd Management including participants, spectators and other park users** |  |
| **Steward / Marshalling** |  |
| **First Aid Provision** |  |
| **Proposed layout of Event HQ (if appropriate) including:**   * **Info on construction of tent and marquees** * **Info on proposed outside caterers** |  |

**Please enclose:**

* **Copy of event programme / schedule**
* **Proposed Course Map**
* **Risk Assessment**
* **Child Protection Policy (if applicable)**
* **Evidence of Public Liability Insurance to a minimum value of £5 million to include for Event HQ, trails plus any equipment and services brought to the site**